

2004 RIGHT TO KNOW SURVEY UPDATE INSTRUCTIONS

This booklet contains all instructions for completing the Right to Know Survey Update. A separate survey is required for each facility owned, leased, or operated by a public employer. A “facility” means the “building, equipment and contiguous area at a single location used for the conduct of business.” This includes any buildings where employees are periodically assigned.

If you have not received **separate survey update forms for each facility**, you must contact NJDHSS at (609) 984-2202 or rtk@doh.state.nj.us, with the name and address of the facility and we will send you a new survey form.

NJDHSS has produced a short video which can assist you in completing this survey. Copies may be borrowed from the Right to Know Program. Call the above telephone number or e-mail the above e-mail address.

GENERAL INFORMATION

New Jersey public employers must comply with the requirements of the New Jersey Worker and Community Right to Know Act. The four major requirements are:

1. Report all hazardous chemicals listed on the Right to Know Hazardous Substance List that are present at each of your facilities by completing a **Right to Know Survey and Right to Know Survey Updates** for each facility.

This booklet contains instructions for completing a Right to Know Survey Update. This survey update is being conducted by the New Jersey Department of Health and Senior Services (NJDHSS) as required by the Worker and Community Right to Know Act (N.J.S.A. 34:5A-1 et seq.) and regulations (N.J.A.C. 8:59). It is mandatory that this survey update be returned to the New Jersey Department of Health and Senior Services by July 15, 2004.

The purposes for the Right to Know Survey are to:

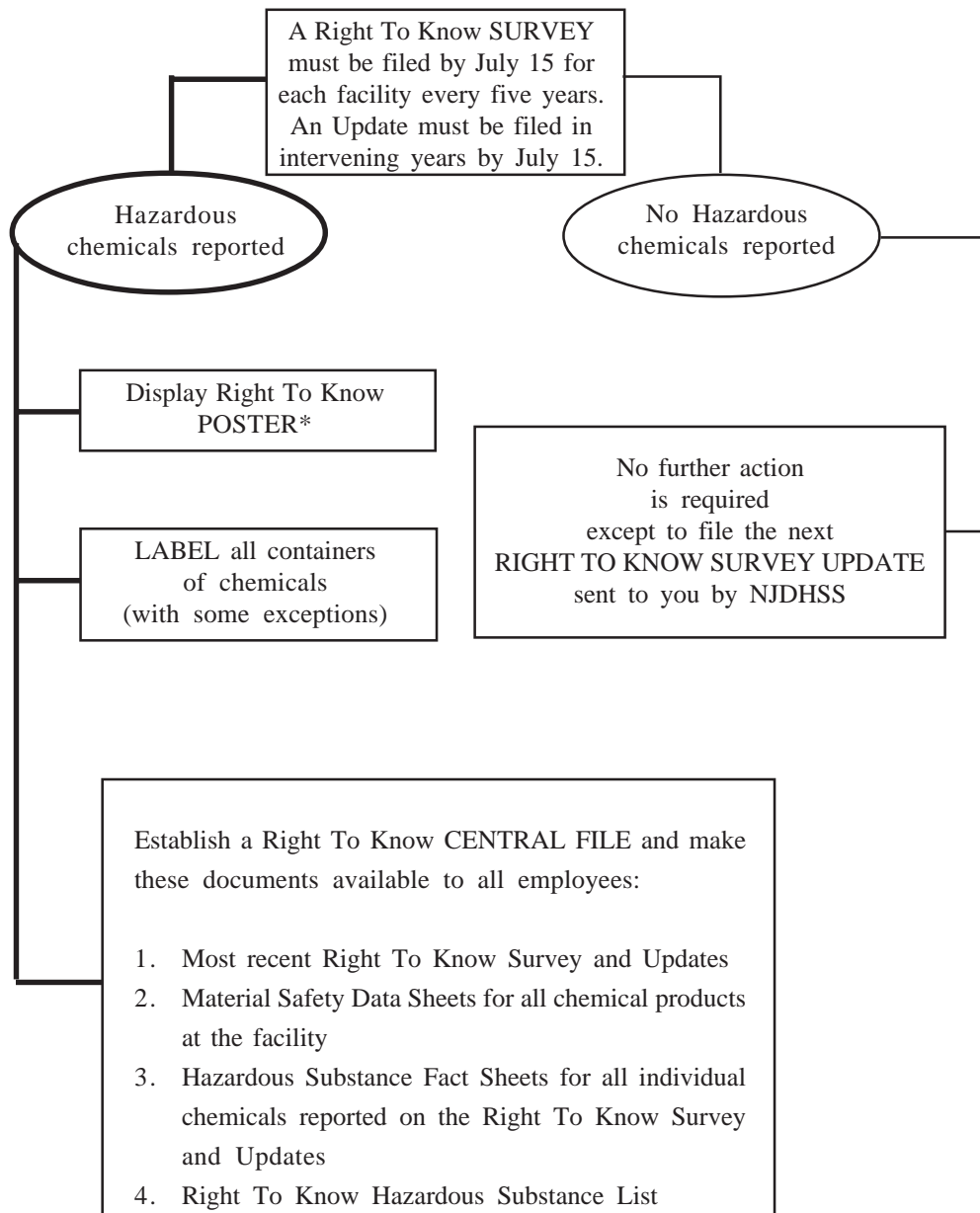
- * Inform your employees about what hazardous chemicals are present at your facility.
- * Provide an inventory of hazardous chemicals present at your facility to your local fire, police and health departments and local emergency planning committee (LEPC), so that they may adequately plan for and respond to emergencies, and to provide the public with access to this information.

2. **Label** containers of chemical products.
3. Establish a Right to Know **Central File** at each facility that reports the presence of hazardous chemicals. (The "Summary of the Requirements of the New Jersey Worker and Community Right to Know Act for Public Employers" flow chart on page 3 of this booklet lists the documents that must be kept in the central file.)
4. Post a RTK poster in each facility.

Questions regarding the law or survey completion can be answered by calling the NJDHSS Infoline: **(609) 984-2202**, or e-mailing the Right to Know Program at rtk@doh.state.nj.us.

You can download documents explaining the above requirements from the Right to Know Program's website at www.state.nj.us/health/eoh/rtkweb.

**SUMMARY OF THE REQUIREMENTS OF THE NEW JERSEY
WORKER AND COMMUNITY RIGHT TO KNOW ACT
FOR PUBLIC EMPLOYERS**



* Right To Know posters and brochures (in English and Spanish) can be obtained from NJDHSS. Use the order form on the Right to Know Program's website at www.state.nj.us/health/eoh/rtkweb or call the RTK Program at (609) 984-2202.

PLEASE NOTE

YOU MUST COMPLETE AND RETURN THE FIRST PAGE OF THE SURVEY UPDATE EVEN IF YOU DO NOT REPORT CHEMICALS.

FOR FACILITIES THAT ARE REPORTING CHEMICALS, INVENTORY PAGES MUST BE ATTACHED.

DO Complete all sections on the first page of the survey update, sign, and submit by July 15, 2005 even if you have no hazardous substances to report.

DO Submit inventory pages if you have additions to the chemicals or chemical products that were reported on the 2003 Right to Know Survey or if you are submitting a complete inventory instead of an update. Report any chemicals or chemical products at your facility that have ingredients that appear on the New Jersey Department of Health & Senior Services (NJDHSS) Right to Know Hazardous Substance List. Complete all columns (1) through (10) as well as the identification information on the top left hand side of the page (plus column (11) if you have Large Quantities).

DO Take your time completing the survey and reading these instructions. If you are not sure how to complete the survey, call the Right to Know (RTK) Infoline for help at (609) 984-2202, or attend one of the free Survey Workshops. Surveys containing errors will be returned for correction.

DO Print neatly or type your information onto the survey. You can also use your computer to type information onto the inventory pages. The inventory pages can be found on the **Right To Know Program's website - www.state.nj.us/health/eoh/rtkweb.**

DO Mail your original signed survey to NJDHSS, RTK Program, by July 15, 2005, and mail copies to your County Lead Agency, local health department (not the Board of Health), local fire and police departments, and local emergency planning committee. KEEP A COPY OF THE SURVEY UPDATE AT YOUR FACILITY IN YOUR RTK CENTRAL FILE WITH YOUR 2003 RIGHT TO KNOW SURVEY.

DO Remember, you cannot make changes to your NJEIN, SIC/NAICS or Co/Mun codes which are preprinted on your survey above the mailing address. Every facility has a unique NJEIN.

DO Make changes to your mailing address or facility location address directly on the form if they are not correct, using blue or red ink.

DO Notify the NJDHSS, RTK Program, by letter if a facility for which we sent you a survey no longer exists. Include the month and year when the building was no longer used by you and a brief description of why (e.g., building sold, building demolished, building no longer leased). If the building was owned or occupied during any part of the calendar year, you are still required to complete a survey for that reporting year. If the building is vacant but your employer owns it, a survey is still required.

DO Use the forms sent to you by the RTK Program this year. Each year the forms change; photocopying a form from a previous year is not acceptable. If your form is incorrect, it will be returned.

COMMONLY ASKED RIGHT TO KNOW SURVEY QUESTIONS

GENERAL QUESTIONS

Q: What must I report on the survey?

A: You must report all chemical products containing hazardous ingredients that are present at your facility which do not appear on your 2003 Right to Know Survey. List the product name and the product's hazardous chemical ingredient(s), as well as requested inventory information.

Q: What is considered a hazardous chemical ingredient?

A: All chemicals listed on the Right To Know Hazardous Substance List are considered to be hazardous.

Q: May I use computerized chemical inventory pages instead of the pages provided by NJDHSS?

A: Yes, as long as they follow the **same format** as the NJDHSS form. Your format must be approved by NJDHSS before you start to use them. Send sample pages with sample data for approval to:

Education and Investigation Coordinator
Right to Know Program
New Jersey Department of Health and Senior Services
P.O. Box 368
Trenton, NJ 08625-0368

If you already have an approval number, you do not need to resubmit the chemical inventory pages for approval. However, you must change the heading of the chemical inventory pages to state "2004 Right to Know Survey Update."

Q: Will NJDHSS accept a partially completed Right To Know Survey?

A: No. Incomplete or incorrect surveys will not be logged in as received. They will be returned to you for completion or correction with no extension of the submission deadline. Be sure that you read the directions, submit all pages, and complete **all** entries correctly.

Q: Who should sign the survey?

A: A public official who is responsible for the facility and who can be contacted to verify and/or clarify information reported on the survey form. The public official must **sign** and **date** the form. A consultant's signature is not acceptable.

FACILITY REPORTING QUESTIONS

Q: What is considered a “facility”?

A: A “facility” means a building or buildings and its surrounding property at a single location. A facility includes a building where employees are periodically assigned.

Q: What is the NJEIN number and why is it important?

A: NJEIN stands for “New Jersey Employer Identification Number.” Each employer was assigned an eight digit number by the New Jersey Department of Labor (e.g., 43678800). NJDHSS then assigned three more digits to this number to specifically identify each facility reported by the employer (e.g., 43678800000, 001, 002). This is the number by which NJDHSS tracks the receipt of your survey. This facility number is found on the mailing label. The correct NJEIN must be entered on each page of your survey or your survey cannot be processed. For new authorities and other public employers the NJEIN will be based on your Federal Employer Identification Number (e.g., 22123456).

Q: What are the SIC and NAICS codes and why are they important?

A: The four-digit SIC code stands for “Standard Industrial Classification” and was assigned by the New Jersey Department of Labor and Workforce Development to identify an employer’s primary activity. For example, all municipalities have a SIC code of 9131 and all schools (K-12) have a SIC code of 8211. This number assists NJDHSS in tracking the receipt of your survey. This number is found on the mailing label. The SIC code must be entered on each page of the survey. SIC codes have recently been replaced by North American Industry Classification System (NAICS) codes, a six-digit code. Both codes are listed on the 2004 Right to Know Survey Update so you can see the equivalent SIC-NAICS codes.

Q: Must I complete a survey for a building that we no longer use and is empty?

A: Yes, as long as the public employer owns the building. The obligation to complete a survey ends when the building is sold or demolished. You must let NJDHSS know when this occurs.

Q: I received a separate survey for each department located in one building. Can I combine the departments’ reporting into one survey?

A: Yes, **but be sure** to notify NJDHSS that this is being done. You must provide the NJEIN, employer name and department name for each survey that you eliminate **and** stipulate which NJEIN will now cover the reporting for the entire building. This can also be done to combine buildings which meet the above definition of a “facility.”

If you combine surveys, you should continue to complete separate chemical inventories by departments or buildings. If this method is used, list the products alphabetically on separate inventory pages for each department (or building) and state the department (or building name) as well as the facility name in the space requesting “Facility Name” (e.g., “Town Hall-Police Department” or “Town Hall-Maintenance Department”). All inventory pages should then be attached to one cover page using one NJEIN.

Q: Must I fill out this survey even if I have no hazardous chemicals present at my facility?

A: Yes. A survey must be submitted for all facilities that belong to an employer regardless of the presence of products with hazardous ingredients. If there are no hazardous substances at a facility, you still must complete the cover page of the survey. Return the original survey to the New Jersey Department of Health and Senior Services and send copies to all appropriate agencies.

Q: Must I fill out a survey if the facility no longer belongs to my employer?

A: No. If you have received a survey for the facility you must advise NJDHSS in writing that you are no longer responsible for this facility. Be sure to list it's NJEIN in your notification. To ensure that NJDHSS is given the correct information, include the mailing label sent for the facility with your notification.

Q: My school district has three schools at different locations. Can I submit one survey for all three schools?

A: No. One survey must be submitted for each school since they are at different locations. Call NJDHSS to request additional forms, if necessary.

Q: My facility includes separate buildings. How should I report?

A: A facility can include several buildings at the same location. The most useful and effective method for reporting is to complete one survey cover page for the entire facility, and to list the products containing hazardous chemicals alphabetically on separate inventory pages for each building. Indicate which building the inventory page represents in the space requesting "Facility Name" (e.g., Municipal Complex-Department of Public Works).

Q: Our agency leases and occupies a portion of a building. Must we submit a Right to Know Survey or is the landlord responsible for filing the Right to Know Survey?

A: It is your responsibility to submit a Right to Know Survey for the portion of the building that you lease. You must also complete Box E on the cover page of the Survey to report what other agencies or organizations occupy the rest of the building.

Q: Must surveys be submitted for pumping stations, lift stations, well houses, and other unstaffed worksites at geographically remote locations?

A: Yes, if there are buildings present. Separate surveys must be submitted for each location. Be sure to report any fuel used to power the equipment.

Q: If a subcontractor is doing work at my facility and leaves chemical products on the premises, do I list the hazardous chemicals found in their products on my survey?

A: Yes, you must list them on your survey if they are present when you fill it out.

Q: If there is more than one public employer that occupies space in a facility, who completes the survey?

A: Each public employer completes a survey for the portion of the facility that it occupies.

Q: Who is responsible for filing surveys for volunteer fire department and emergency squad facilities?

A: If the building is owned by the municipality or a fire district, they are responsible for filing the survey. If the volunteers own the building, no survey is required.

CHEMICAL INVENTORY REPORTING QUESTIONS

Q: If a chemical has a Chemical Abstracts Service (CAS) number, does that mean it is hazardous?

A: No. A CAS number is a unique identifier assigned to specific chemical substances, regardless of hazard, just as each person is assigned his or her own social security number. For example, "water" is assigned the CAS number of "7732-18-5."

Q: I have a Material Safety Data Sheet (MSDS) that lists a hazardous chemical which is not listed on the Right to Know Hazardous Substance List. How do I find out whether it is listed under a different name (synonym) on the Right to Know Hazardous Substance List?

A: Obtain the CAS number from the MSDS or from the product's manufacturer if it is not on the MSDS or label. Then compare the number to the list of "Hazardous Chemicals Sorted By CAS Number" available from the Right to Know Program. If found, you should report this chemical under the name found on the list next to the CAS number.

Q: I have over 100 gallons of a product containing a hazardous substance in a storage room. The same product is also found in smaller amounts in several places in the facility. Which inventory page do I use?

A: Both. You should report the product twice. The product present in the storage room should be reported on the "Large Quantities at Single Locations" page with its exact location in the facility. For this same product found in smaller amounts, list it on the "Small Quantities" page and list each location or state "facility-wide" in the Location column.

Q: How do I report?

Report as:

| | |
|--------------------|---|
| A: Diesel fuel | - "Diesel Fuel." Use Substance Number 2444 and DOT #1993. |
| Heating oil | - "Fuel Oil." Use Substance Number 2444 and DOT #1993. |
| Motoroil | - "Petroleum Oil." Use Substance Number 2651 and DOT #1270. |
| Transmission fluid | - "Petroleum Oil." Use Substance Number 2651 and DOT #1270. |

Q: Should I report the hazardous chemicals found in copy machine toners and developers?

A: You do not have to report the hazardous chemicals in copy machine toners and developers if there is no foreseeable potential physical contact between employees and the chemical (e.g., **self-contained hard plastic cartridges**).

Q: Is there an efficient way that paints can be reported?

A: Yes. For paints only, you may group them together as "water-based paints" and "oil-based paints." Use these categories as the "PRODUCT NAME" on the inventory page. Then list all the hazardous ingredients found in these product categories. See the **example** shown in the directions for completing the Small Quantity Inventory Page.

Q: Must I report products which are sold over-the-counter to consumers, such as bleach, disinfectants, paints, and antifreeze?

A: You must report the hazardous chemicals in these products, regardless of container size, if an employee's use and exposure to the product is significantly greater than the exposure received by a consumer **during home usage**.

Q: Should I report the hazardous chemicals in the small bottles of liquid correction fluid such as White Out and Liquid Paper?

A: No.

Q: Should I report an ingredient that only gives a New Jersey Trade Secret Registry Number (e.g., TSRN 73018100000-5003)?

A: Yes, if you can determine that the ingredient is hazardous from any warning statements on the label or from the MSDS. Enter the number as the ingredient of the product.

Q: I understand that there is a container size threshold below which containers do not have to be labeled? Does this threshold apply to survey reporting requirements?

A: No.

Q: What do I not have to report on my Right to Know Survey?

A:

- Any solid article (a manufactured item formed to its final shape or design) which is not used in a manner which changes its physical form, and which does not pose any acute or chronic health hazard to employees or emergency responders who are exposed to it.
- Consumer products if they are not used more frequently than a consumer would use them at home.
- Any fuel in a motor vehicle.
- Products which are the personal property and are for the personal use of an employee.
- Biological organisms, tobacco products, wood products, and foods, drugs, or cosmetics intended for personal consumption by employees.
- Substances which are an integral part of a facility structure or furnishings.
- Materials kept in an evidence locker or room by a law enforcement agency.
- TNT, Ammunition, Blasting Agents, Smoke Bombs, Explosives and Tear Gas.

RIGHT TO KNOW ENFORCEMENT

The New Jersey Department of Health and Senior Services, Right to Know Program, conducts inspections of workplaces to determine compliance with the Worker and Community Right to Know Act rules (N.J.A.C. 8:59).

Compliance inspections of public employers include: verifying the accuracy of the information reported on the Right to Know Survey and Survey Updates, ensuring that chemical containers are labeled in accordance with the Right to Know rules, and ensuring that the employer has a complete Right to Know Central File and a Right to Know Poster in each facility.

Penalties may be imposed for those facilities that are out of compliance.

Visit the Right to Know Program's website at www.state.nj.us/health/eoh/rtkweb to learn more about the Right to Know Act rules or call the Right to Know Infoline at (609) 984-2202 and speak to one of our representatives about the RTK Act's requirements for your facility.

REFERENCE SOURCES ABOUT HAZARDOUS CHEMICALS, SYNONYMS, AND CAS NUMBERS

| | | |
|---|---|--------------|
| Chemical Abstracts Service | P.O. Box 3012 Columbus, Ohio 43210 | 800-848-6533 |
| The Merck Index | Merck Publishing Group P. O. Box 2000 Rahway, New Jersey 07065 | 732-594-4000 |
| Hawley's Condensed Chemical Dictionary, 14 th Edition | John Wiley and Sons, Ltd. 111 River Street Hoboken, NJ 07030-5774 | 201-748-6000 |
| Registry of Toxic Effects of Chemical Substances (RTECS) | www.cdc.gov/NIOSH/rtecs.html | 800-668-4284 |
| National Library of Medicine - Medline, Toxnet | 8600 Rockville Pike Bethesda, MD 20894 | 888-346-3656 |
| Hazardous Substance Data Base (HSDB) | http://toxnet.nlm.nih.gov/ | |
| NIOSH Pocket Guide to Chemical Hazards | Superintendent of Documents U.S. Government Printing Office Washington, DC 20402 | 202-512-2250 |
| Chemical Information Systems | U.S. Dept. of Health and Human Services 200 Independence Ave. SW Washington DC 20201 www.hhs.gov | 202-619-0257 |
| American Conference of Governmental Industrial Hygienists (ACGIH) | ACGIH 1330 Kemper Meadow Drive Cincinnati, Ohio 45240 www.acgih.org | 513-742-2020 |
| National Institutes of Health - Household Products Database | http://householdproducts.nlm.nih.gov | |



2004 RIGHT TO KNOW SURVEY UPDATE

(Meets requirements of the Workplace Survey)

Please type or print form.

| NJEIN | SIC/NAICS | Co/Mun | Due Date | <p>IMPORTANT: A separate survey must be completed for each facility.</p> <p>4 Paddle Road Anytown</p> <p>(Facility Location)</p> |
|---|-------------|--------|----------|--|
| 43811100002 | 9131/921140 | 2202 | 07/15/05 | |
| <p>Anytown Borough – Department of Public Works ATTN: Administrator 123 Main Street Anytown, NJ 12345-4002</p> <p>(Mailing Address)</p> | | | | |

A. CHEMICAL INVENTORY STATUS (check only one box)

- ☐ There are no products containing hazardous chemicals present at this facility.
- ☐ There have been no additions to the list of products containing hazardous ingredients which were reported on the 2003 Right to Know Survey.
- ☒ There have been additions to the list of products reported on the 2003 Right to Know Survey. These additions are reported on the attached inventory pages.
- ☐ A complete inventory is being submitted instead of an update.

B. BRIEFLY DESCRIBE THE NATURE OF THE OPERATIONS CONDUCTED AT THIS FACILITY

Vehicle Maintenance and Warehousing of Supplies

C. FACILITY EMERGENCY CONTACT

Name: Al B. Paving Telephone Number: (201) 555-1288

D. UNION INFORMATION (If no union, indicate "N/A.")

Name of Union Rep. (Print): John A. Jones Telephone Number: (201) 555-3000
 Name of Union: HWA Local Number: 105
 Address: 99 Cord Lane Anytown NJ 12345

E. PART OF FACILITY COVERED (check box if applicable)

☒ The other part of the facility is occupied by (specify name of employer):
Anytown Board of Education

F. For future RTK Surveys, would you be interested in filing electronically? ☒ Yes ☐ No

G. CERTIFICATION OF RESPONSIBLE OFFICIAL

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

Name (print): Janet L. Doe Signature: Janet L. Doe
 Title: Town Manager Telephone Number: (201) 555-1000 Date: May 2, 2005

You are required to send a copy of this Survey Update to your County Lead Agency, local health department, local fire and police departments, and Local Emergency Planning Committee. You must attach a copy of this Survey Update to the 2003 Right to Know Survey, place them in your Right to Know Central File and make them available to your employees.

Return signed original to:
 RTK SURVEY UPDATE
 NJDHSS
 PO BOX 368
 TRENTON, NJ 08625-0368

COVER PAGE INSTRUCTIONS

MAILING ADDRESS BOX

Review the information in the mailing address box. If you wish to correct or change your mailing address, make the changes directly on the form. Do not alter the top row of identifying numbers. Your completed survey must be returned to NJDHSS by July 15, 2005. THE DEADLINE IS SET BY STATUTE AND CAN NOT BE EXTENDED.

| NJEIN | SIC/NAICS | COUNTY/ MUNICIPALITY | SURVEY DUE DATE |
|--|----------------|-------------------------|--------------------|
| 43811100002 -- | 9131/921140 -- | 2202 -- | 07/15/05 |
| ANYTOWN BOROUGH - DEPT. OF PUBLIC WORKS | | | |
| ATTN: ADMINISTRATOR J. DINGER | | | |
| 123 MAIN STREET 125 MAIN STREET | | | |
| ANYTOWN, NJ 12345-4002 | | | |
| Indicate changes to mailing address on label | | | |

Addresssee Change →

Mailing Address Change →

Survey Due Date ←

BOX A. CHEMICAL INVENTORY STATUS

Check only one of the four choices. Many people mistakenly check both box #1 and #2. If you do not have any hazardous chemicals at your facility, check box #1. If you do have hazardous chemicals at your facility, but have not added any new ones, check box #2. **If you check either box #1 or #2, do not submit inventory pages.**

By checking box #3, you are indicating that you have new hazardous substances that do not appear on your 2003 RTK Survey. If you check box #3, you need to submit inventory pages listing the new hazardous substances.

If you check box #4, you need to submit a complete hazardous chemical inventory with attached **inventory pages** listing all hazardous substances present at your facility.

BOX B. BRIEFLY DESCRIBE THE NATURE OF THE OPERATIONS CONDUCTED AT THIS FACILITY

Provide a brief description of the nature of activities/operations normally conducted at your facility. For example, state "elementary school," "college," "water treatment plant," "administrative office."

BOX C. FACILITY EMERGENCY CONTACT

In case of an emergency at the facility such as a fire, explosion or spill, enter the name and telephone number of the person assigned to be contacted by emergency responders during and after regular working hours.

BOX D. UNION INFORMATION

If the workers at this facility belong to a union, enter the name, address, and telephone number of the person designated by the labor union to represent the employees at your facility (such as the shop steward or union president). Indicate the name of the union and the local number of the union. If there is more than one union, write "see attached list" and attach the list of union information. If employees at your facility are not unionized, enter "N/A" in this section. **DO NOT** leave this section blank.

BOX E. PART OF FACILITY COVERED

Check this box if your employer only occupies part of the building where you work. List the name or names of the other employers with whom your employer shares the building.

BOX F.

Would you prefer to file future Right to Know Surveys electronically? Please check "yes" or "no."

BOX G. CERTIFICATION OF RESPONSIBLE OFFICIAL

Don't forget to **sign** and **date** the survey. If your survey is not signed, the survey will be returned to you for your signature.

The Right to Know Program must receive a survey with an **original signature**. Don't fax us the survey form or mail us a photocopy. If the original survey has been lost, then **re-sign** a copy of the survey and mail it to us.

ADMINISTRATIVE MATTERS

Right to Know Central File

Attach a copy of the 2004 Right to Know Survey Update to the 2003 Right to Know Survey and place them both in your **Right to Know Central File**.

Computerized Inventory Sheets

If you have approval to submit your survey in a computerized format, make sure that the NAICS code appears on every sheet along with the NJEIN, SIC code, and employer and facility names. Make sure that your approval number appears in the bottom right-hand corner of every page of the **computerized inventory sheets**.

Download Inventory Forms from Website

You can access the Right to Know Program's Website for copies of the inventory forms. You can **download the inventory forms** and enter and save information onto the forms. These forms are now available in a multi-page format. The Right to Know Program's Website address is www.state.nj.us/health/eoh/rtkweb.

Questions

If you have **questions** about how to complete the survey, please contact the Right to Know Program at (609) 984-2202 or e-mail us at rtk@doh.state.nj.us.

Hazardous Substance Fact Sheets

You can **download** new and revised English and Spanish **Hazardous Substance Fact Sheets** from the Right to Know Program's Website at www.state.nj.us/health/eoh/rtkweb/rtkhsfs.htm. It is recommended that you download all of the Fact Sheets you need in order to keep your Right to Know Central File up-to-date.

CHEMICAL INVENTORY PAGE INSTRUCTIONS

PREPARATORY ACTIVITIES

Please note the following:

EXEMPTIONS FROM REPORTING

You do not need to report the following items:

- "Articles" which are in a solid form and do not pose a health hazard.*
- "Consumer Products" if the exposure to the public employee is comparable to the average consumer's exposure to the product. To make this determination, consider the product's duration and frequency of use.
- Personal property of employees.
- Any hazardous chemical on the Right to Know Hazardous Substance List present at less than 1% of a mixture. (This does not apply if it is present in an aggregate amount of 500 pounds or more.)
- Any carcinogen, mutagen or teratogen (special health hazards) on the Right to Know Hazardous Substance List present at less than 0.1% of a mixture.
- See N.J.A.C. 8:59-1.3 definition of "Hazardous Substance" for additional exemptions.

Step 1 Compile a list of all chemical products in containers** that were present at your facility during 2004 that do not appear on your 2003 Right to Know Survey. You should obtain the information required on the survey in columns ② through ⑪ at this time. You may find it helpful to use the Inventory Worksheet found in Appendix E of the 2003 RTK Survey Instruction booklet. (See the codes on Page 2 of the survey and the instructions for columns ⑤, ⑥, ⑦, ⑧, ⑨ and ⑪).

* Article - A manufactured item that is formed to a specific shape or design during manufacture, has end use function(s) dependent in whole or in part upon its shape or design during end use, and does not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use (e.g., a paperweight).

** Container - A receptacle used to hold a liquid, solid, or gaseous substance, including, but not limited to, bottles, pipelines, bags, barrels, boxes, cans, cylinders, drums, cartons, vessels, vats, and stationary or mobile storage tanks. This does not include process containers or buildings (unless the building "is" the container, such as a salt shed).

Step 2 Compile a list of each product's chemical ingredients from product Material Safety Data Sheets* (MSDSs), container labels, and, if necessary, information from contacts with the manufacturer.

If the chemical ingredients cannot be obtained from MSDSs and labels, you must make a **good faith effort** to determine this information. If you cannot obtain this information after contacting the manufacturer or supplier at least twice, complete the form entitled "**Products with Unknown Ingredients.**" Keep written documentation of your good faith effort in your files.

Step 3 Compare your chemical ingredient list with the Right to Know Hazardous Substance List. If a chemical ingredient appears on the Right to Know Hazardous Substance List, the product name and chemical ingredient name must be reported on the Right to Know Survey Update.

RIGHT TO KNOW HAZARDOUS SUBSTANCE LIST

These instructions do not contain the Right to Know Hazardous Substance List (RTKHSL). For completion of the Right to Know Survey Update inventory sheets, you must use the Right to Know Hazardous Substance List (December 1989) which you should have in your facility's Right to Know Central File. Additional copies may be obtained from the NJDHSS, Right to Know Program.

The RTKHSL listed numerically by CAS number can be obtained from the NJDHSS, Right to Know Program. This can be used to look up chemicals by CAS number.

The Right to Know Hazardous Substance List is available on diskette for \$25.00 from the NJDHSS.

The RTKHSL is in the process of being updated.

See if the **specific chemical name and CAS number** are listed on the Right to Know Hazardous Substance List. If they are, this is the hazardous chemical name to be entered on the survey. If you can't find the name but have the CAS number of the chemical, look up the CAS number in the RTKHSL listed numerically by CAS number.

SELECTION OF THE INVENTORY PAGE

After you have compiled your list of products and their hazardous chemical ingredients, select and complete the appropriate chemical inventory pages based on the quantity of the product. You must choose between the inventory pages covering "Large Quantities at Single Locations" and "Small Quantities."

* Material Safety Data Sheets (MSDSs) - Standardized forms prepared by manufacturers or suppliers which list basic information about a product including the chemical names of ingredients, health hazards, the product's physical properties, and special precautions to follow in handling the product.

2004 RIGHT TO KNOW SURVEY UPDATE

| NJEIN | | | | | | | | | | [4][3][8][1][1][1][0][0][0][0][2] | | | | | | | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | | | | | | EXACT LOCATION OF PRODUCT ON SITE (Mandatory) | | | | | | |
|----------------------------|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|---|--|--------------------------------------|------|------|--|---|
| SIC | | | | | | | | | | NAICS | | | | | | | | | | I N V E N T O R Y | | | | | | | | | | U N I T | NUMBER OF EM- PLOYEES EXPOSED OR POTEN- TIALY EXPOSED | SPECIAL HEALTH HAZARD CODES | (11) | | | |
| EMPLOYER NAME | | | | | | | | | | Anytown Borough | | | | | | | | | | C O N T A I N E R | | | | | | | | | | M I X T U R E | (7) | (8) | (9) | (10) | | |
| FACILITY NAME | | | | | | | | | | Department of Public Works | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (1) SUBSTANCE NUMBER | | | | | | | | | | (2) HAZARDOUS CHEMICAL NAME | | | | | | | | | | (3) CAS NUMBER | | | | | | | | | | (4) DOT NUMBER | | | | | | |
| | | | | | | | | | | PRODUCT NAME: Al's Pine Disinfectant | | | | | | | | | | | | | | | | | | | | | 12 | G | 12 | | | Storage building behind motor vehicle garage |
| 1076 | | | | | | | | | | Isopropyl Alcohol | | | | | | | | | | 67-63-0 | | | | | | | | | | 1219 | | | | F3 | | |
| 2684 | | | | | | | | | | Pine Oil | | | | | | | | | | 8002-09-3 | | | | | | | | | | 1272 | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | PRODUCT NAME: Easy Glass Cleaner | | | | | | | | | | | | | | | | | | | | | 12 | G | 12 | | | Storage building behind motor vehicle garage |
| 0103 | | | | | | | | | | Ammonium Hydroxide | | | | | | | | | | 1336-21-6 | | | | | | | | | | 2672 | | | | CO | | |
| 0275 | | | | | | | | | | 2 – Butoxy Ethanol | | | | | | | | | | 111-76-2 | | | | | | | | | | 2369 | | | | | | |
| 1040 | | | | | | | | | | Isobutane | | | | | | | | | | 75-28-5 | | | | | | | | | | 1969 | | | | F4 | | |
| 1076 | | | | | | | | | | Isopropyl Alcohol | | | | | | | | | | 67-63-0 | | | | | | | | | | 1219 | | | | F3 | | |
| | | | | | | | | | | PRODUCT NAME: Heating Oil | | | | | | | | | | | | | | | | | | | | | 14 | G | 0 | | | Below ground, east side of DPW Office |
| 2444 | | | | | | | | | | Fuel Oil | | | | | | | | | | | | | | | | | | | | 1993 | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | PRODUCT NAME: Lawn's Lime | | | | | | | | | | | | | | | | | | | | | 12 | P | 2 | | | Storage room, north west side of building |
| 0325 | | | | | | | | | | Calcium Oxide | | | | | | | | | | 1305-78-8 | | | | | | | | | | 1910 | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MAKE SUFFICIENT BLANK COPIES OF THE CHEMICAL INVENTORY PAGES OF THE SURVEY BEFORE YOU ENTER YOUR HAZARDOUS CHEMICAL INVENTORY.

CHEMICAL INVENTORY FOR LARGE QUANTITIES AT SINGLE LOCATIONS

Select this page for reporting products whose total quantities exceed 100 pounds, gallons or cubic feet at a single location within your facility.

- All reported products on the Large Quantity inventory page must have inventory range codes of 12 and above.
- This separate listing of large quantities is intended to assist emergency responders in recognizing what and where the greatest potential hazards may be at your facility.
- Report ***all products*** with their hazardous chemical ingredients that are present in Large Quantities at a single location at your facility.

Generally, large quantities of individual products are found in warehouses, store-rooms, tanks, drums or cylinders, including underground storage tanks.

- An entry ***must*** be made in Column 11 - "Exact location of product on site," for Large Quantities.
- The Large Quantities inventory page(s) should be placed right after the survey cover sheet so that it can be quickly reviewed by emergency responders.
- You can download inventory forms from the Right to Know Program's website at www.state.nj.us/health/eoh/rtkweb. Once downloaded, you can enter your information, save, and print the completed form.

2004 RIGHT TO KNOW SURVEY UPDATE

CHEMICAL INVENTORY FOR SMALL QUANTITIES

(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 101 POUNDS, GALLONS, OR CUBIC FEET)
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

| NJ EIN | | | | [4 3 8 1 1 1 0 0 0 0 2] | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | EXACT LOCATION OF PRODUCT ON SITE (Optional) | | | | | | | | | | | | |
|------------------|--|-------------------|--|---|--|---------------------------|--|---|--|---------|--|----------------------------|--|------|--|--|--|-----------------------------|--|------|--|------|--|---------------|--|
| SIC | | [9 1 3 1] | | NAICS | | [9 2 1 1 4 0] | | CONTAINER | | MIXTURE | | INVENTORY | | UNIT | | NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED | | SPECIAL HEALTH HAZARD CODES | | (10) | | (11) | | | |
| EMPLOYER NAME | | | | Anytown Borough | | | | FACILITY NAME | | | | Department of Public Works | | | | | | | | | | | | | |
| SUBSTANCE NUMBER | | (1) | | HAZARDOUS CHEMICAL NAME | | (2) | | CAS NUMBER | | (3) | | (4) DOT NUMBER | | | | | | | | | | | | | |
| | | | | PRODUCT NAME: | | | | Easy Floor Stripper | | | | | | | | | | | | | | | | | |
| 0275 | | | | 2 - Butoxy Ethanol | | | | 111-76-2 | | | | 2369 | | | | | | | | | | | | Room 101 | |
| 0835 | | | | Ethanalamine | | | | 141-43-5 | | | | 2491 | | | | | | | | | | | | | |
| 1076 | | | | Isopropyl Alcohol | | | | 67-63-0 | | | | 1219 | | | | | | | | | | | | | |
| 1571 | | | | Potassium Hydroxide | | | | 1310-58-3 | | | | 1813 | | | | | | | | | | | | | |
| | | | | PRODUCT NAME: | | | | Oil Based Paints | | | | | | | | | | | | | | | | | |
| 0273 | | | | Butane-Some Paints | | | | 106-82-0 | | | | 1011 | | | | | | | | | | | | Facility-wide | |
| 0437 | | | | Chromic Trioxide-Some Paints | | | | 1333-82-0 | | | | 1463 | | | | | | | | | | | | | |
| 0851 | | | | Ethyl Benzene-Some Paints | | | | 100-41-4 | | | | 1175 | | | | | | | | | | | | | |
| 1258 | | | | Methyl Ethyl Ketone-Some Paints | | | | 78-93-3 | | | | 1193 | | | | | | | | | | | | | |
| | | | | PRODUCT NAME: | | | | Continued | | | | | | | | | | | | | | | | | |
| 1594 | | | | Propane-Some Paints | | | | 74-98-6 | | | | 1978 | | | | | | | | | | | | | |
| 1866 | | | | Toluene-Some Paints | | | | 108-88-3 | | | | 1294 | | | | | | | | | | | | | |
| | | | | PRODUCT NAME: | | | | Super Spray Adhesive | | | | | | | | | | | | | | | | | |
| 0006 | | | | Acetone | | | | 67-64-1 | | | | 1090 | | | | | | | | | | | | Garage | |
| 1255 | | | | Methylene Chloride | | | | 75-09-2 | | | | 1593 | | | | | | | | | | | | | |
| 1268 | | | | Methyl Isobutyl Ketone | | | | 108-10-1 | | | | 1245 | | | | | | | | | | | | | |
| 1594 | | | | Propane | | | | 74-98-6 | | | | 1978 | | | | | | | | | | | | | |

CHEMICAL INVENTORY FOR SMALL QUANTITIES

Select this page for reporting all products whose quantities are less than 101 pounds, gallons or cubic feet.

- Most reporting will be done on this page.
- Inventory Range Codes of 11 and lower should be used on the Small Quantities page.
- An entry for Column (11) - "Location" is optional. See the instructions for this entry for further direction.
- Do not attach Material Safety Data Sheets to the inventory pages.

If you have many products which consist of only one hazardous chemical ingredient (such as in a laboratory), you may use the chemical inventory page which is limited to one ingredient per product. You can obtain a copy of this form from the Right to Know Program's website at www.state.nj.us/health/eoh/rtkweb.

SINGLE HAZARDOUS CHEMICAL INGREDIENT FORM

| | | |
|------|-----------------------------------|--|
| 0325 | PRODUCT NAME Lime Water | <input type="checkbox"/> Same as Product Name |
| | Lime | |
| 1157 | PRODUCT NAME Manganese Dioxide | <input checked="" type="checkbox"/> Same as Product Name |

EXAMPLES

In a vocational high school, there are two 55 gallon drums of antifreeze containing ethylene glycol. They are present at different locations in the school: one is in the auto mechanics classroom garage and the other is in the bus transportation maintenance garage. Even though the total quantity of the antifreeze is 110 gallons, each location has less than 100 gallons, and the antifreeze would be reported on the Small Quantities page twice. In this situation, you must list the exact location of the product on-site for each location.

2004 RIGHT TO KNOW SURVEY UPDATE CHEMICAL INVENTORY FOR SMALL QUANTITIES

(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 101 POUNDS, GALLONS, OR CUBIC FEET)
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

| | | | | | | | | | | |
|--|-------------------------------------|---|----------------------|---|---------------------------------|---|------------------|--|--------------------------------------|--|
| NJ EIN 4 9 9 9 9 0 0 0 6 | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | | EXACT LOCATION OF PRODUCT ON SITE (Optional) |
| SIC 8 2 1 1 | | NAICS 6 1 1 1 1 0 | | C O N T A I N E R | M I X T U R E | I N V E N T O R Y | U N I T | NUMBER OF EM- PLOYEES EXPOSED OR POTEN- TIAL- LY EXPOSED | SPECIAL HEALTH HAZARD CODES | |
| EMPLOYER NAME Anytown Board of Education | | | | | | | | | | |
| FACILITY NAME Vocational School | | | | | | | | | | |
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | PRODUCT NAME: Serious Antifreeze | | | DS | | 11 | G | 1 | | |
| 0878 | Ethylene Glycol | 107-21-1 | 1142 | | 59 | | | | | Auto mechanics classroom |
| | PRODUCT NAME: Serious Antifreeze | | | DS | | 11 | G | 8 | | |
| 0878 | Ethylene Glycol | 107-21-1 | 1142 | | 59 | | | | | Bus garage |

In a vocational high school, the product Thinit Lacquer Thinner, containing three ingredients found on the Right to Know Hazardous Substance List, is present in the Wood Shop classroom (3 one-gallon cans) and in the Building Maintenance supply room (4 one-gallon cans). There is a total quantity of 7 gallons. You can report the total quantity if it is less than 101 gallons. For this quantity, you would use the Inventory Range Code of "10." Report this product on the Small Quantities page.

2004 RIGHT TO KNOW SURVEY UPDATE
CHEMICAL INVENTORY FOR SMALL QUANTITIES
 (USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 101 POUNDS, GALLONS, OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

| | | | | | | | | | | |
|---|---|-------------------|-------------------|---|---------------------------------|---|------------------|--|-----------------------------|--|
| NJENIN | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | | EXACT LOCATION OF PRODUCT ON SITE (Optional) |
| SIC | | | | C O N T A I N E R | M I X T U R E | I N V E N T O R Y | U N I T | NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED | SPECIAL HEALTH HAZARD CODES | |
| NAICS | | | | | | | | | | |
| EMPLOYER NAME Anytown Board of Education | | | | | | | | | | |
| FACILITY NAME Vocational School | | | | | | | | | | |
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | PRODUCT NAME: Thinit Lacquer Thinner | | | CN | | 10 | G | 10 | | Wood shop-room 103 and maintenance supply room-room 22 |
| 1076 | Isopropyl Alcohol | 67-63-0 | 1219 | | 53 | | | | F3 | |
| 1258 | Methyl Ethyl Ketone | 78-93-3 | 1193 | | 53 | | | | F3 | |
| 1866 | Toluene | 108-88-3 | 1294 | | 57 | | | | F3 | |

A shipment of 120 gallons of bleach in shipping cartons was delivered to the warehouse located on the High School grounds. Within five days, 50 gallons had been distributed throughout the high school at this facility. Since the bleach was present in the warehouse for such a short amount of time, you don't have to list it on the Large Quantities page, but you should report the bleach on the Small Quantities page twice, once for the warehouse and once for the entire high school. In this situation, you must list the exact location of the product on-site for each location.

2004 RIGHT TO KNOW SURVEY UPDATE
CHEMICAL INVENTORY FOR SMALL QUANTITIES
 (USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 101 POUNDS, GALLONS, OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

| | | | | | | | | | | |
|---|--------------------------------|-------------------|-------------------|---|---------------------------------|---|------------------|--|-----------------------------|--|
| NJENIN | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | | EXACT LOCATION OF PRODUCT ON SITE (Optional) |
| SIC | | | | C O N T A I N E R | M I X T U R E | I N V E N T O R Y | U N I T | NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED | SPECIAL HEALTH HAZARD CODES | |
| NAICS | | | | | | | | | | |
| EMPLOYER NAME Anytown Board of Education | | | | | | | | | | |
| FACILITY NAME Willard High School | | | | | | | | | | |
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | PRODUCT NAME: Blue Bleach | | | BP | | 11 | G | 5 | | Warehouse |
| 1707 | Sodium Hypochlorite | 7681-52-9 | 1791 | | 52 | | | | | |
| | PRODUCT NAME: Blue Bleach | | | BP | | 11 | G | 10 | | Facility wide |
| 1707 | Sodium Hypochlorite | 7681-52-9 | 1791 | | 52 | | | | | |

COMPLETION OF THE INVENTORY PAGES

ENTER THE REQUESTED INFORMATION IN EACH COLUMN.

IF ANY REQUIRED INFORMATION IS MISSING, INCOMPLETE, INCORRECT OR ILLEGIBLE, YOUR SURVEY WILL NOT BE ACCEPTED BY NJDHSS. THE ENTIRE SURVEY WILL BE RETURNED TO YOU FOR CORRECTION AND MUST BE RESUBMITTED TO ALL APPROPRIATE AGENCIES BY JULY 15, 2005. See "Common Survey Errors" at the end of Section I in these instructions. Do it right the first time.

TYPE OR LEGIBLY PRINT ALL INFORMATION.

EMPLOYER INFORMATION

Enter your NJEIN, SIC code, NAICS code, Employer Name and Facility Name on the upper left hand side of each inventory page. You will find this information on the cover page in the mailing address box.

| | | | | | | | | | | | | | |
|----------------------------|--|-----------------------|--|--|--|-------|--|-------------|--|--|--|--|--|
| NJEIN | | 4 9 9 9 9 9 0 0 0 0 6 | | | | | | | | | | | |
| SIC | | 8 2 1 1 | | | | NAICS | | 6 1 1 1 1 0 | | | | | |
| EMPLOYER NAME | | | | | | | | | | | | | |
| Anytown Board of Education | | | | | | | | | | | | | |
| FACILITY NAME | | | | | | | | | | | | | |
| Willard High School | | | | | | | | | | | | | |

PRODUCT INFORMATION

Column ② - PRODUCT NAME

If the product contains a chemical ingredient listed on the Right to Know Hazardous Substance List, enter the name of the product as it appears on the container label and MSDS. If more than one product is being reported, list the product names alphabetically.

This line must always be filled in.

When a product name is entered, you **must** also list its hazardous chemical ingredients.

| | | | | | | | | | | | | | |
|----------------------------|--------------------------------|---------|--|--|--|--|-----------------------------|---|--|-------|--|-------------|--|
| NJEIN | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | | | | | |
| 4 9 9 9 9 9 0 0 0 0 6 | | | | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) | | | | |
| SIC | | 8 2 1 1 | | | | | | | | NAICS | | 6 1 1 1 1 0 | |
| EMPLOYER NAME | | | | | | | | | | | | | |
| Anytown Board of Education | | | | | | | | | | | | | |
| FACILITY NAME | | | | | | | | | | | | | |
| Willard High School | | | | | | | | | | | | | |
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | | | (3) CAS NUMBER | (4) DOT NUMBER | | | | | | | | |
| | PRODUCT NAME: XYZ Cleaner | | | | | BP | | 11 | G | 7 | | | |
| 1012 | Hydrogen Chloride | | | 7647-01-0 | 1050 | | 53 | | | CO | | | |



Column ⑤ - CONTAINER

Enter the code for the type of container used to hold the product.

If a product is present in more than one container type, a separate entry must be made for each container type.

| | |
|-------------------------|------------------------------|
| TA Above ground tank | BA Bag |
| TB Below ground tank | BX Box |
| TI Tank inside building | CY Cylinder |
| DS Steel drum | BG Bottles or jugs (glass) |
| DP Plastic drum | BP Bottles or jugs (plastic) |
| DF Fiber drum | BN Tote bin |
| CN Can | TW Tank wagon |
| CB Carboy | RC Railcar |
| SI Silo | OT Other (describe) |

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|---|--|
| | | | | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

Column ⑦ - INVENTORY

Enter the code for the inventory range that represents the *maximum quantity* of the product present at the facility at any time in 2004. This quantity should be reported in the appropriate unit of measure. (See instructions for Column ⑧ - Unit of Measure).

| | |
|----------------------------|---------------------|
| 20 Greater than 10 million | 14 10,001 to 50,000 |
| 19 1,000,001 to 10 million | 13 1,001 to 10,000 |
| 18 500,001 to 1 million | 12 101 to 1,000 |
| 17 250,001 to 500,000 | 11 11 to 100 |
| 16 100,001 to 250,000 | 10 1 to 10 |
| 15 50,001 to 100,000 | 09 Less than 1 |

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|---|--|
| | | | | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

Example: There are 10 cases of XYZ Cleaner. Each case holds eight 48-ounce bottles of cleaner.

You need to calculate the number of gallons of cleaner as follows:

$$8 \text{ bottles} \times 48 \text{ ounces/bottle} \times 10 \text{ cases} = 3,840 \text{ ounces}$$

$$3,840 \text{ ounces} \div 128 \text{ ounces/gallon} = 30 \text{ gallons}$$

Enter code "11" since 30 gallons is found in the range between 11 and 100 gallons.

Do not list the number of containers.

Column ⑧ - UNIT OF MEASURE

Enter the code for the product's appropriate unit of measure. Enter **P**ounds for solids, **G**allons for liquids, or **C**ubic feet for gases.

| CONVERSION CHART | | |
|---|--|--|
| COMPRESSED GASES (C) | SOLIDS (P) | LIQUIDS (G) |
| 1 pound (lb) = cubic feet Acetylene 14.76 ft ³ Argon 9.7 ft ³ Carbon Dioxide 8.7 ft ³ Chlorine 5.38 ft ³ Nitrous Oxide 8.74 ft ³ Nitrogen 13.81 ft ³ Oxygen 12.08 ft ³ Propane 8.62 ft ³ | 16 ounces = 1 pound 453.6 grams = 1 pound | English System 32 ounces = 1 quart 4 quarts = 1 gallon 128 ounces = 1 gallon Metric System 29.5 milliliters = 1 ounce 1 liter = 1.06 quarts 3.795 liters = 1 gallon |

| | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|---|--|
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

Column ⑨ - NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED*

Enter the maximum number of employees exposed or potentially exposed to the product being reported.

Example: Seven (7) custodians use
or may use XYZ Cleaner.

| | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|---|--|
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

***"Exposed"** means that an employee comes in contact with a hazardous chemical on the Right to Know Hazardous Substance List in the course of employment through any route of entry (inhalation, ingestion, or skin contact).

"Potential exposure" means that an employee may come into contact with a hazardous chemical as the result of a foreseeable emergency.

Column 11 - LOCATION

LARGE QUANTITIES PAGE

Enter the exact location where the reported product is found at the facility on the Large Quantities Inventory page of the survey. ***It is mandatory to report the location of the product on this page.*** Be as specific as possible. For example, say “warehouse,” “shed behind garage,” “Room 14,” “motor vehicle repair garage,” etc.

2004 RIGHT TO KNOW SURVEY UPDATE CHEMICAL INVENTORY FOR **LARGE** QUANTITIES AT SINGLE LOCATIONS

(USING INVENTORY RANGE CODES 12 THROUGH 20 FOR PRODUCTS PRESENT
IN QUANTITIES GREATER THAN 100 POUNDS, GALLONS OR CUBIC FEET)
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

| | | | | | | | | | | |
|---|--|---------------------|-------------------|---|---------------------------------|---|------------------|--|-----------------------------|---|
| NJ EIN <u>43811100002</u> | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | | EXACT LOCATION OF PRODUCT ON SITE (Mandatory) |
| SIC <u>9131</u> | | NAICS <u>921140</u> | | C O N T A I N E R | M I X T U R E | I N V E N T O R Y | U N I T | NUMBER OF EM- PLOYEES EXPOSED OR POTENTIALLY EXPOSED | SPECIAL HEALTH HAZARD CODES | |
| EMPLOYER NAME Anytown Borough | | | | | | | | | | |
| FACILITY NAME Department of Public Works - Warehouse | | | | | | | | | | |
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | | | | | | | (5) |
| | PRODUCT NAME: Slick Floor Degreaser | | | DP | | 12 | G | 5 | | |
| 0275 | 2 - Butoxy Ethanol | 111-76-2 | 2369 | | 52 | | | | | |
| 1706 | Sodium Hydroxide | 1310-73-2 | 1823 | | 53 | | | | CO | Cage room warehouse |
| | | | | | | | | | | |
| | | | | | | | | | | |

SMALL QUANTITIES PAGE

This entry is optional when reporting a product on the Small Quantities Inventory page. If you list the location and the product is present in many rooms throughout the facility, describe it as “facility-wide.”

2004 RIGHT TO KNOW SURVEY UPDATE CHEMICAL INVENTORY FOR **SMALL** QUANTITIES

(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 101 POUNDS, GALLONS, OR CUBIC FEET)
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

| | | | | | | | | | | |
|---|--------------------------------|---------------------|-------------------|---|---------------------------------|---|------------------|--|-----------------------------|--|
| NJ EIN <u>49999900006</u> | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | | EXACT LOCATION OF PRODUCT ON SITE (Optional) |
| SIC <u>8211</u> | | NAICS <u>611110</u> | | C O N T A I N E R | M I X T U R E | I N V E N T O R Y | U N I T | NUMBER OF EM- PLOYEES EXPOSED OR POTENTIALLY EXPOSED | SPECIAL HEALTH HAZARD CODES | |
| EMPLOYER NAME Anytown Board of Education | | | | | | | | | | |
| FACILITY NAME Willard High School | | | | | | | | | | |
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | | | | | | | (5) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO | Facility Wide |
| | | | | | | | | | | |
| | | | | | | | | | | |

HAZARDOUS CHEMICAL INGREDIENTS

- The Right to Know Hazardous Substance List must be used to complete the hazardous chemical ingredient columns ①, ②, ③, ④ and ⑩.
- Do not list non-hazardous ingredients (e.g., water).
- If you cannot find the name of an ingredient on the RTK Hazardous Substance List, look it up by CAS number on the "RTKHS� Sorted by CAS Number" list. You may be dealing with a synonym (which is another name for the ingredient).

Column ① - SUBSTANCE NUMBER

Enter the Substance Number that is listed on the Right to Know Hazardous Substance List next to the chemical name of the hazardous chemical ingredient of the product.

| RIGHT TO KNOW HAZARDOUS SUBSTANCE LIST | | | | | |
|--|--|-----------|-------|---------------------------------|---------------|
| PAGE 73 | | | | | |
| SUBSTANCE NUMBER | COMMON NAME CHEMICAL NAME | CAS | DOT | SHH CODE(S) SOURCE NUMBER(S) | |
| 1012 | # HYDROGEN CHLORIDE HYDROCHLORIC ACID | 7647-01-0 | 1050+ | (CO) | 1 2 3 6 18 20 |

| | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|---|--|
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

In some cases, the letters “syn” are listed in the Substance Number column of the Right to Know Hazardous Substance List to designate a synonym (another name) for the chemical. Refer to the chemical name listed after “see” on the Right to Know Hazardous Substance List and use the substance number for that chemical name.

syn MURIATICACID see HYDROGEN CHLORIDE

Column ② - HAZARDOUS CHEMICAL NAME

Enter the name(s) of the hazardous chemical ingredient(s). Only the common chemical name, official chemical name, or synonym that appears on the Right to Know Hazardous Substance List can be used.

Even if the product name is the same as the ingredient name (e.g., propane), you must still list the ingredient name.

| | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|---|--|
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

If there are **more than four hazardous chemical ingredients**, continue listing them into the next product ingredient lines. Write "Continued" or "Cont." on the Product Name line. See the example on the Small Quantities Inventory page.

Column ③ - CAS NUMBER*

Enter the CAS number found on the Right to Know Hazardous Substance List for each hazardous chemical ingredient.

If no CAS number is listed, leave this space blank.

| | | | | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|---|--|
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

*CAS Number = Chemical Abstracts Service Number - This is the unique identification number assigned to chemicals by the Chemical Abstracts Service (of the American Chemical Society).

Column ④ - DOT NUMBER

Enter the U.S. Department of Transportation (DOT) number from the Right to Know Hazardous Substance List for each hazardous chemical ingredient. If a DOT number is not listed, leave this space blank. Chemicals with more than one DOT number will be indicated by a "+" designation after the DOT number on the Right to Know Hazardous Substance List.

Use the DOT number on the container label or MSDS if it is different from the number on the Right to Know Hazardous Substance List.

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|--|--|
| | | | | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

Column ⑥ - MIXTURE

Enter the code which indicates the concentration of the hazardous chemical in the mixture.

You may need to contact the manufacturer or supplier to get this information if it does not appear on the container label or MSDS. If the concentration is unknown after making a good faith effort to determine this information (at least two contacts), use code "61."

If you list all "61's," the survey will be returned to you.

| | | |
|----|-------------|---|
| 61 | Unknown | Example: Hydrogen Chloride makes up 12% of XYZ Cleaner. |
| 60 | 100% | |
| 59 | 90 to 99% | Use code "53." |
| 58 | 80 to 89% | |
| 57 | 70 to 79% | |
| 56 | 60 to 69% | |
| 55 | 50 to 59% | |
| 54 | 25 to 49% | |
| 53 | 10 to 24% | |
| 52 | 1 to 9% | |
| 51 | 0.1 to 0.9% | |

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | ENTER CODES (See Page 2 of Survey for Codes) | | | | | |
|----------------------------|--------------------------------|-------------------|----------------------|--|--|--|-------------------------|--|--|
| | | | | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9) | S P E C I A L H E A L T H H A Z A R D C O D E S (10) |
| | PRODUCT NAME: XYZ Cleaner | | | BP | | 11 | G | 7 | |
| 1012 | Hydrogen Chloride | 7647-01-0 | 1050 | | 53 | | | | CO |

Column 10 - SPECIAL HEALTH HAZARD CODES

Enter the appropriate code for the hazardous chemical ingredient if it is considered a Special Health Hazard (SHH) on the Right to Know Hazardous Substance List.

Special Health Hazard Codes include:

CA - Carcinogen
 MU - Mutagen
 TE - Teratogen
 CO - Corrosive
 F4 - Flammable - Fourth Degree
 F3 - Flammable - Third Degree
 R4 - Reactive - Fourth Degree
 R3 - Reactive - Third Degree
 R2 - Reactive - Second Degree

If you do not list the appropriate Special Health Hazard codes, the survey will be returned to you.


| RIGHT TO KNOW HAZARDOUS SUBSTANCE LIST | | | | |
|---|--|-----------|-------|---------------------------------|
| | | | | PAGE 73 |
| SUBSTANCE NUMBER | COMMON NAME CHEMICAL NAME | CAS | DOT | SHH CODE(S) SOURCE NUMBER(S) |
| 1012 | # HYDROGEN CHLORIDE HYDROCHLORIC ACID | 7647-01-0 | 1050+ | (CO) 1 2 3 6 18 20 |

| ENTER CODES (See Page 2 of Survey for Codes) | | | | | | | | | |
|---|--------------------------------|-------------------|----------------------|--|--|--|-----------------------------|---|--|
| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | C O N T A I N E R (5) | M I X T U R E (6) | I N V E N T O R Y (7) | U N I T (8) | NUMBER OF EM- PLOYEES EXPOSED OR POTEN- TIAL- LY EXPOSED (9) | SPECIAL HEALTH HAZARD CODES (10) |
| 1012 | PRODUCT NAME: XYZ Cleaner | 7647-01-0 | 1050 | BP | 53 | 11 | G | 7 | CO |

INSTRUCTIONS FOR REPORTING PRODUCTS WITH UNKNOWN INGREDIENTS

If you are unable to identify the hazardous chemical ingredients in a product from the label or MSDS, you need to contact the manufacturer or supplier. Even if you obtain an MSDS, it may say that the product contains "No Hazardous Substances." Since the company that prepared the MSDS was probably not referring to New Jersey Right to Know requirements, you should contact them for the names of all hazardous and the five most predominant chemical ingredients in the product.*

If you have not been able to obtain this information after making a good faith effort (at least two contacts), complete the form entitled "Products with Unknown Ingredients." Enter your employer and facility name, NJEIN number and SIC/NAICS codes (found in the survey mailing address box) at the top of this form. In the space on the left-hand side of the form, enter the name of the product for which you have been unable to identify all the ingredients. In the space on the right, enter the name and address of the manufacturer or supplier that you contacted. Complete a separate entry for each product. Attach this form to your Right to Know Survey.

| | | | |
|--|--|---------------------------|-------------------------------|
|  <div style="text-align: center;"> <p>New Jersey Department of Health and Senior Services</p> <p>2004 RIGHT TO KNOW SURVEY UPDATE</p> <p>PRODUCTS WITH UNKNOWN INGREDIENTS</p> <p style="font-size: small;">To Be Completed Only When You Are Unable to Identify Specific Chemical Components of a Trade Name Substance</p> <p style="font-size: x-small; text-align: right;"><i>Make sufficient blank copies of this form.</i></p> </div> | | | |
| NAME OF EMPLOYER AND FACILITY Borough of Anytown, Department of Public Works | NJEIN 43811100002 | SIC 9131 | NAICS 921140 |
| Main Identifying Trade Name of Product With Unknown Ingredients (1) | Manufacturer's or Supplier's Name, Mailing Address, City, State, and Zip Code (2) | | |
| 1 Wipeoff | XYZ Dysolve <hr/> 37 Aromatic Drive <hr/> Aldehyde, N.Y. 00073 | | |

*This serves a dual function because you will need to know the five most predominant ingredients as well as all of the hazardous ingredients for the Right to Know container label.

WHERE TO SEND THE SURVEY

- Make at least six (6) copies of the completed Right to Know Survey Update.
- Be sure to place the Large Quantities Chemical Inventory page(s) immediately after the cover page when submitting your survey so it can be easily accessed when the survey is being reviewed by emergency responders.

NJDHSS must receive the Right to Know Survey Update with the original signature of the Responsible Official by July 15, 2005. Please attach the pages by stapling. Return to:

RTK Survey Update
NJDHSS
P.O. Box 368
Trenton, NJ 08625-0368

- Send copies of your 2004 Right to Know Survey Update to the following agencies:
 - your local fire department,
 - your local police department,
 - your designated County Lead Agency (available at www.state.nj.us/health/eoh/rtkact)
 - your Local Emergency Planning Committee
 - your Local Health Department (**not** the Board of Health)

NOTE: IF YOU REPORTED **NO** HAZARDOUS CHEMICALS OR NO ADDITIONS TO YOUR 2003 INVENTORY, you still must send copies of the completed cover page to these agencies, as well as sending the original to the New Jersey Department of Health and Senior Services.

Keep a copy of your 2004 Right to Know Survey Update in the Right to Know Central File at your facility.

You are required by law to provide your employees, upon their request, with a copy of the Right to Know Survey and Survey Update, as well as appropriate Material Safety Data Sheets* and Hazardous Substance Fact Sheets**, as soon as possible but no later than five working days after the request is made.

* MATERIAL SAFETY DATA SHEETS (MSDSs) can be obtained by contacting your supplier or the product manufacturer.

** HAZARDOUS SUBSTANCE FACT SHEETS (HSFS) are developed and distributed by the New Jersey Department of Health and Senior Services and are available on the RTK website www.state.nj.us/health/eoh/rtkweb/rtkhsfs.htm.

Please periodically check (at least once per year) that your RTK Central Files have the most up-to-date versions of MSDSs and HSFSs.

COMMON SURVEY ERRORS

- Error #1:** The 11-digit NJEIN, 4-digit SIC and 6-digit NAICS numbers must be filled in on each inventory page. The NJEIN must match the NJEIN on the cover page.

| | |
|---------------|-------|
| NJEIN | |
| SIC | NAICS |
| EMPLOYER NAME | |
| FACILITY NAME | |

- Error #2:** Do not list a product on the Large Quantities Inventory page if the product is not present at one single location within a facility.

2004 RIGHT TO KNOW SURVEY UPDATE CHEMICAL INVENTORY FOR **LARGE** QUANTITIES AT SINGLE LOCATIONS

(USING INVENTORY RANGE COES 12 THROUGH 20 FOR PRODUCTS PRESENT
IN QUANTITIES GREATER THAN 100 POUNDS, GALLONS OR CUBIC FEET)
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

- Error #3:** Dittos, arrows, "N/A" and blanks are not acceptable on inventory pages. (However, if no CAS number or DOT number is found on the Right to Know Hazardous Substance List, leave the space blank.)

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) |
|----------------------------|--------------------------------------|-------------------|----------------------|-----|-----|-----|-----|-----|------|
| | PRODUCT NAME: Bright Enamel Paint | | | CN | | 10 | G | 4 | |
| 1866 | Toulene | 108-88-3 | 1294 | | 61 | | | | F3 |
| | Xylenes | 1330-20-7 | 1307 | | ↓ | | | | " |
| 2037 | Zinc Oxide | 1314-13-2 | | | N/A | | | | |

- Error #4:** Don't list product names alone. Every product listed must have a hazardous ingredient listed.

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) |
|----------------------------|--------------------------------|-------------------|----------------------|-----|-----|-----|-----|-----|------|
| | PRODUCT NAME: Miracle Clean | | | DP | | 11 | G | 40 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

- Error #5:** Obtain Substance Numbers from the Right to Know Hazardous Substance List. They must be four-digit numbers and may have preceeding zeros (e.g., 0006, 0078, 0261).

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) |
|----------------------------|-------------------------------------|-------------------|----------------------|-----|-----|-----|-----|-----|------|
| | PRODUCT NAME: Scientific Acetone | | | BP | | 09 | G | 4 | |
| 6 | Acetone | 67-64-1 | 1090 | | 61 | | | | F3 |
| | | | | | | | | | |
| | | | | | | | | | |

Error #6: For Units of Measure, only use codes “C,” “P,” or “G”, not “Pt” or “Qt.”

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) |
|----------------------------|----------------------------------|-------------------|----------------------|-----|-----|-----|-----|-----|------------|
| | PRODUCT NAME: Nasty Degreaser | | | BP | | 09 | Qt. | 12 | |
| 0197 | Benzene | 71-43-2 | 1114 | | 52 | | | | CA, F3, MU |
| | | | | | | | | | |
| | | | | | | | | | |

Error #7: The number of employees exposed or potentially exposed listed on Chemical Inventory pages should be as accurate as possible for the product. Do not include the number of students in the school.

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) |
|----------------------------|------------------------------------|-------------------|----------------------|-----|-----|-----|-----|-----|------|
| | PRODUCT NAME: Gym Floor Cleaner | | | BP | | 11 | G | 500 | |
| 0275 | 2-Butoxy Ethanol | 111-76-2 | 2369 | | 53 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Error #8: The Inventory code must be two digits (e.g., 09, 10, 11, 12). This is a code. Do not list the actual number of containers.

| (1) SUBSTANCE NUMBER | (2) HAZARDOUS CHEMICAL NAME | (3) CAS NUMBER | (4) DOT NUMBER | (5) | (6) | (7) | (8) | (9) | (10) |
|----------------------------|--------------------------------|-------------------|----------------------|-----|-----|-----|-----|-----|--------|
| | PRODUCT NAME: Lab Preserve | | | BG | | 2 | G | 2 | |
| 0946 | Formaldehyde | 50-00-0 | 1198 | | 52 | | | | CA, MU |
| | | | | | | | | | |
| | | | | | | | | | |